



***SANTA'S ATTIC CRAFT SALES 2014***  
***Vendor Application***

*Hampton City Hall Lobby*  
*Thursday December 11 from Noon to 5pm*  
*And Friday December 12 from 10 am to 6pm*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

Please provide a complete listing and description of the crafts you wish to sell:

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What is the price range for the items you will be selling: \_\_\_\_\_?

By signing this application, I accept the rules and regulations stated in this application package. I also absolve the City of Hampton and Hampton Parks and Recreation from liability of personal injury or loss of crafts by theft, breakage or water damage. I understand that decisions of the selection committee are final and the assignment of space is at the discretion of Parks and Recreation staff.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **VENDOR REGULATIONS**

1. Any adult artist or craftsman, social, civic or charitable group may apply.
2. All items displayed must be for sale and clearly priced.
3. Each applicant must submit a minimum of 2 current, good quality 3 1/2" X 5" or larger photographs of the work she or he plans to sell. Polaroid photos are not acceptable.
4. An independent committee will select participants based on quality, show appeal and originality of crafts being considered for the show.
5. Exhibitors **must provide their own table and chairs**. Tables must be skirted.
6. Space size varies from 8' x 7' to 10' x 9' and exhibitors must keep all of their merchandise within the perimeter of their assigned space.
7. There are 12 sites that have access to electricity in City Hall, most sites at Rupert Sargent have electricity.
8. The City of Hampton is not responsible for loss or damage to exhibitors' property.
9. The committee will view displays at intervals throughout the show to ensure that all regulations are being followed.
10. Anyone selling food must sign and adhere to the attached food sales addendum.

## **APPLICATION PROCESS**

Please be sure to include in your packet:

- ☐ A copy of the attached application
- ☐ Craft photos of items you will be selling & prices
- ☐ Mail or deliver to: Hampton Parks and Recreation  
Attention - Santa's Attic  
22 Lincoln Street  
Hampton, VA 23669

**Note\* DO NOT MAIL REGISTRATION FEE**  
**UNTIL YOU HAVE BEEN NOTIFIED OF YOUR ACCEPTANCE**

The completed application package must be postmarked or delivered by November 10, 2014. We cannot be responsible for lost or misdirected mail. You may hand deliver your application package to the Parks and Recreation office on the 5<sup>th</sup> floor of Hampton City Hall.

## **NOTIFICATION**

Selected applicants will receive acceptance notification from the selection committee by November 14, 2014. Selected applicants must pay the **\$40** entry fee by November 28 in the form of a check or money order made payable to the City of Hampton. (**The Hampton Parks & Recreation Department business license covers all vendors to operate during Santa's Attic Craft Show 2014.**)

FAITH BASED NON-DISCRIMINATION: THE CITY OF HAMPTON DOES NOT DISCRIMINATE AGAINST FAITH BASED ORGANIZATIONS.

## FOOD SALES ADDENDUM

**FOOD SALES ONLY:** You must complete a Virginia Department of Health Application for Temporary Restaurant Permit and fax it to the Health Department at 757-727-1227. Each year there is a \$40 Application Fee for the Temporary Restaurant Permit. Call 757-727-2570 if you have any questions. You cannot vend until you are pre-approved by the Department of Health so please take care of this promptly.

When you are selling food, you must provide an up-to-date insurance policy certificate to us with General and Product Liability Limits of \$1,000,000. The policy must list the City of Hampton as additional insured. We must have a copy of this certificate *no later than* November 29, 2014. Please fax a copy to 757-727-8313 **and** 757-727-1470.

You will be responsible for payment of a 6.5% food and beverage tax on all food items sold. We will forward a list of any food vendors to the office of the Commissioner of the Revenue.

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**Printed name**

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**Signature**

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**Date**